

## Memorandum in Support/Opposition

This process shows the steps and screens required for an attorney to electronically file a memorandum of law. This lesson will demonstrate the filing of a memorandum in support of a motion for relief from stay.

- STEP 1** Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)

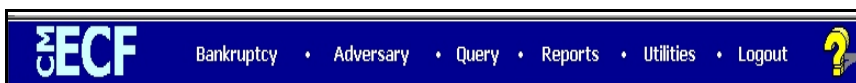


Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)

- ◆ Click on the Other hyperlink.

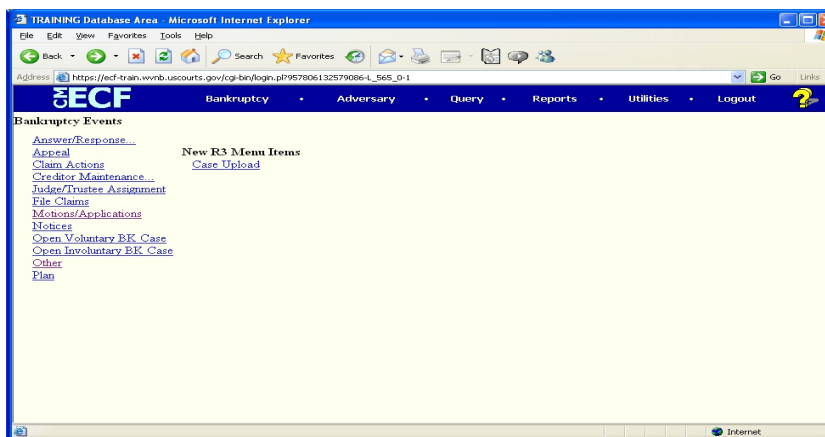


Figure 2

**STEP 3** The **CASE NUMBER** screen displays (See Figure 3). The system will display the number of the last case you accessed in this session.

- ◆ If this is **not** the case in which you are filing an answer, delete this case number and enter the correct case number using yy-nnnnn format.
- ◆ Click **[Next]** to continue.

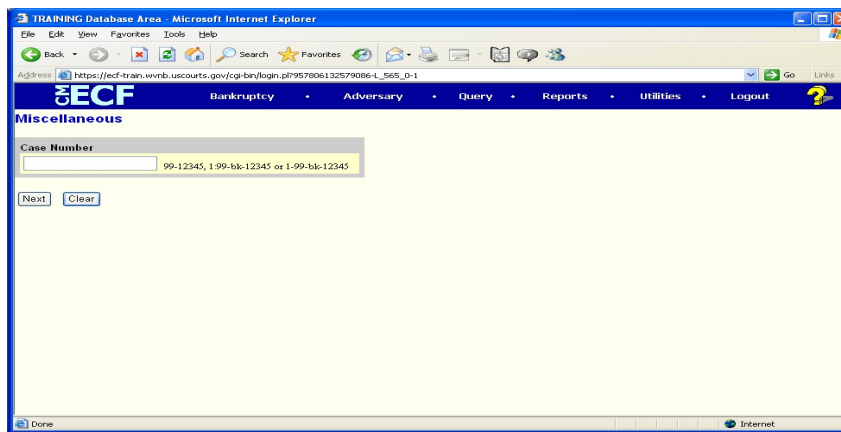


Figure 3

**STEP 4** The **Miscellaneous** screen appears. (See Figure 4.)

- ◆ Click on **Brief/Memorandum**
- ◆ Click **[Next]** to continue.

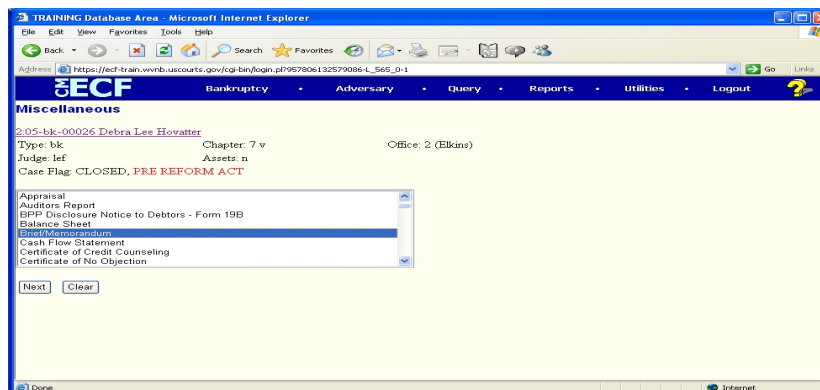
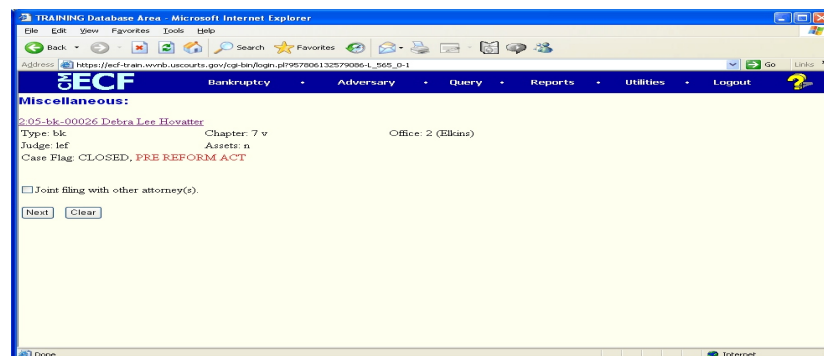


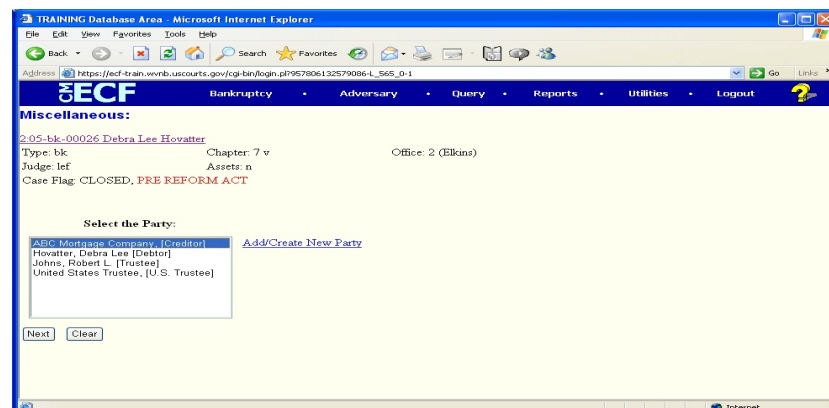
Figure 4

**STEP 5** The **Joint Filing** screen appears. (See Figure 5.)

- ◆ If you are filing this pleading jointly with another attorney, click in the check box to indicate that. This will enable you to select the other attorney(s) later in this event.
- ◆ If this is **not** a joint filing, no further action is necessary.
- ◆ Click **[Next]** to continue.

**Figure 5****STEP 6** The **SELECT PARTY** screen appears and displays all of the parties currently in the case. (See Figure 6.)

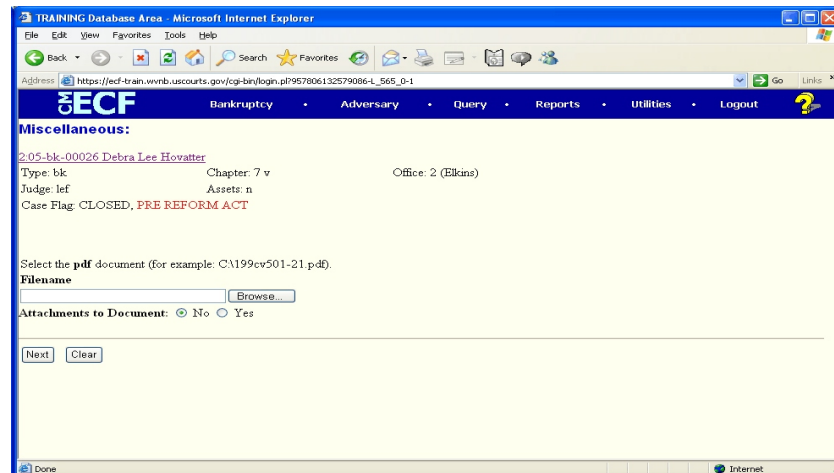
- ◆ Select the party filers. In this case you will select United National Bank.
- ◆ Click **[Next]** to continue.

**Figure 6**

**STEP 7**  
◆

The **PDF DOCUMENT** screen displays. (See Figure 7.)  
To associate the imaged document with this entry:

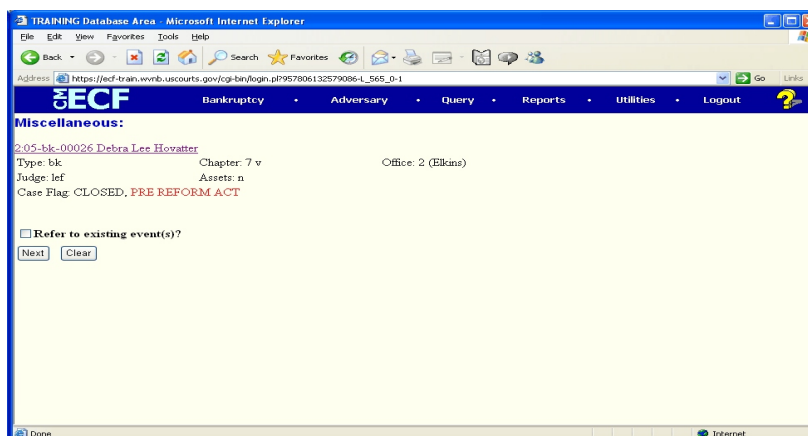
- Click **[Browse]**. In the **File Upload** window change **Files of type:** to **All Files (\*.\*)** Navigate to the directory where the appropriate PDF file is located and select it with your mouse.
- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.
- The system will enter the path and name of the PDF document selected into the Filename field.
- Click **[Next]** to continue.



**Figure 7**

**STEP 8** The **Refer to Existing Event(s)?** screen displays. (See Figure 8.)

- ◆ Click in **Refer to existing event(s)?**
- ◆ Click **[Next]** to continue.



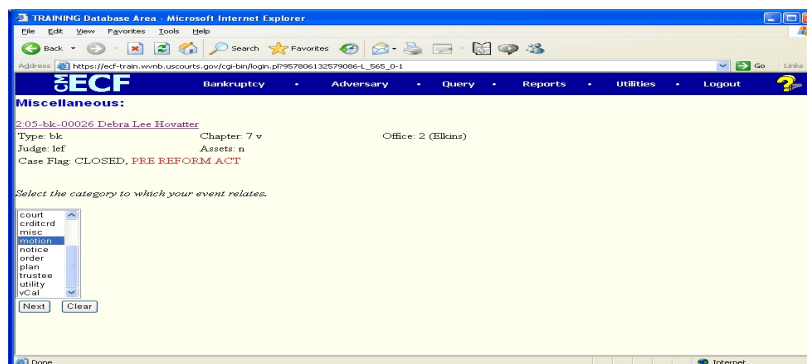
**Figure 8**

**STEP 9** The **Select the Category to Which Your Event Relates** screen appears. (See Figure 9.)

- ◆ For this lesson, click on motion.

NOTE: By holding down the Ctrl key and dragging your left mouse button down the entire list, all docket entries will appear on the next screen.

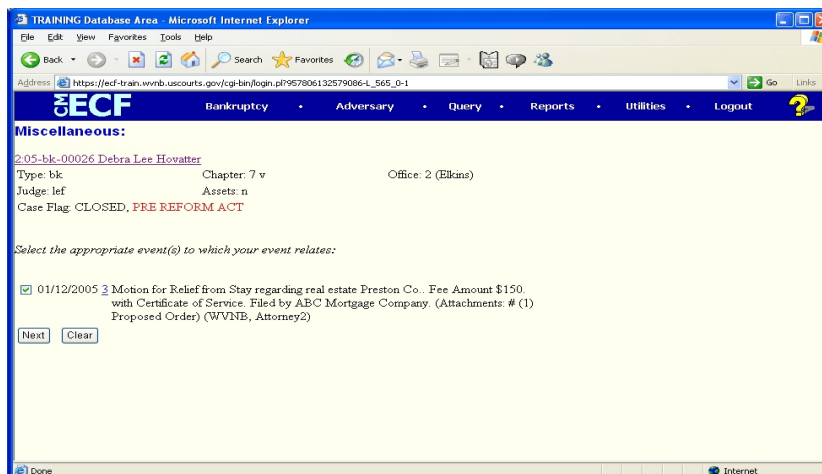
- ◆ Click **[Next]** to continue.



**Figure 9**

**STEP 10**      The **Select the Appropriate Event(s) to Which Your Event Relates:** screen appears. (See Figure 10.)

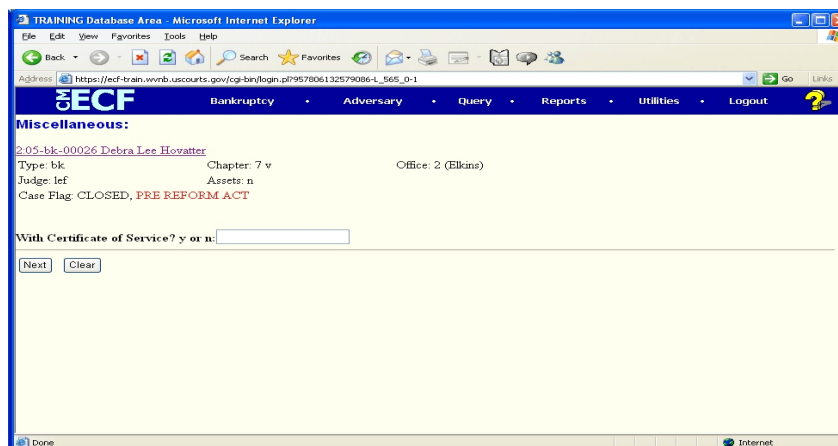
- ◆ Select the applicable event. In this lesson, we are selecting the Motion to Avoid Lien.
- ◆ Click **[Next]** to continue.



**Figure 10**

**STEP 11**      See Figure 11

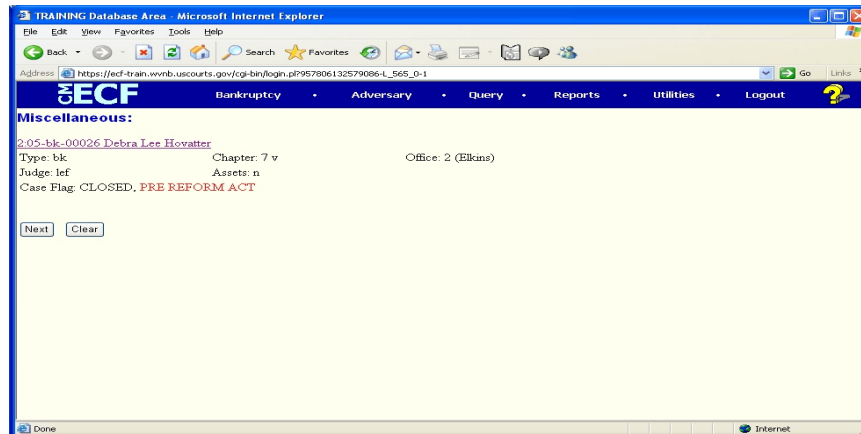
- ◆ Enter **y** or **n** after *With Certificate of Service?*
- ◆ Click **[Next]** to continue.



**Figure 11**

**STEP 12** Verify case name and number. (See Figure 12.)

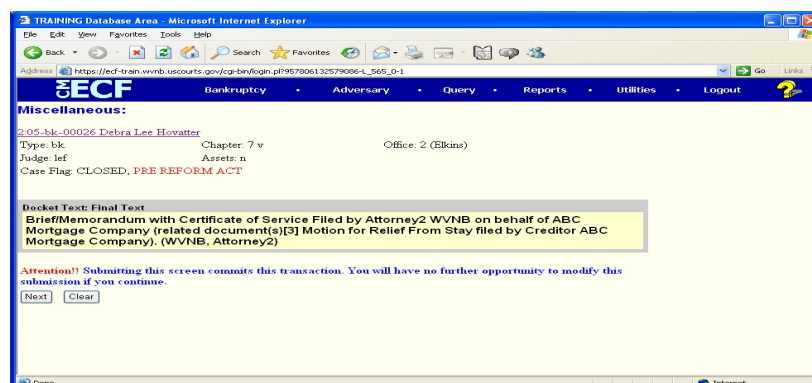
- ◆ Click **[Next]** to continue.



**Figure 12**

**STEP 13** The **FINAL DOCKET TEXT** screen displays. (See Figure 13.)

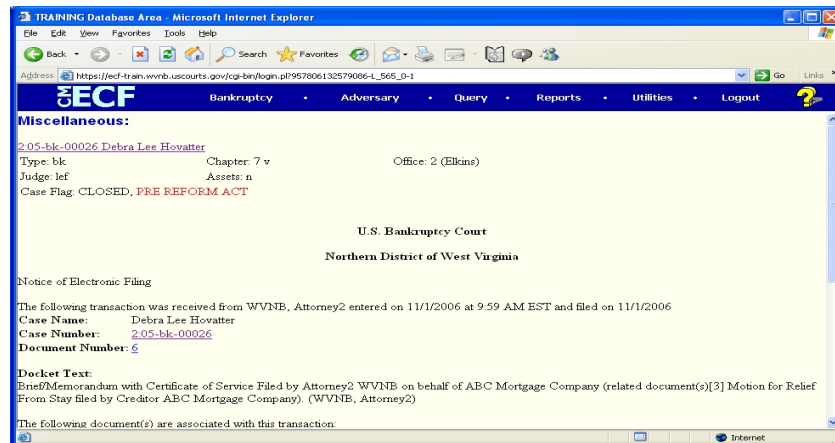
- ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet. If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen on which the error was made, and correct the error.
- ◆ To abort or restart the transaction, click on the Bankruptcy hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ When the docket text is correct, click **[Next]** to continue.



**Figure 13**

**STEP 14** The **NOTICE OF ELECTRONIC FILING** screen displays.  
(See Figure 14.)

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- ◆ Clicking on the case number hyperlink will display the PACER login screen. After logging into PACER, the docket report screen will appear.
- ◆ Clicking on the document number hyperlink will display the PACER login screen. After logging into PACER, the PDF document will appear.
- ◆ To print a copy of this notice, click the browser **[Print]** icon or button.
- ◆ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.



**Figure 14**